The Community Enhancement Program (CEP) has been serving Scappoose for more than 20 years. Through a competitive application process, City Council awards grants to qualifying organizations working within Scappoose's Urban Growth Boundary for specific programs or projects that can be implemented within a one-year time frame and that provide a public benefit to the Scappoose community.

Scappoose City Council recognizes the value that community organizations bring to the Scappoose community and attempts to grant all requests for financial assistance through an equitable, transparent, and structured process. The City of Scappoose appropriated $40,400 for the 2023 CEP program, which makes grants of up to $5,000 for qualifying projects. The application process **opens March 14, 2023**.

Applications are due by **May 10, 2023 at 5:00 p.m**. Applications are available online at https://www.ci.scappoose.or.us/cityhall/page/community-enhancement-program, via email, or by in-person request at City Hall during regular business hours. Funding decisions will be made following City Council's review of the applications.

Please contact City Recorder Susan Reeves at 503-543-7146, ext. 224 if you have any questions.

Sincerely,

Alexandra Rains, MPA
City Manager

Community Enhancement Program
Application Guidelines

2023 Grant Schedule

- March 14 – Applications open.
- May 1 – Applications due.
- May 15 – Applicants present to City Council.
- June 6 – Council finalizes scores and approves allocations.
- June – Staff works with grantees to execute grant agreements.
- July 1 – Funds are available for disbursement, pending signed grant agreements.
- TBD –If awarded, post-project reporting will be required. If you intend to apply for the next round of CEP funding and your current project has not been completed, an interim project report is required.

General Information

- Applications must be made by a non-profit group or organization. Organizations need not be from Scappoose.
- All projects must take place within the City's Urban Growth Boundary (UGB), or solely benefit citizens within the UGB to be eligible for funding.
- Projects must not promote or inhibit religion, or discriminate based on race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other status protected by Federal, State, or local law.
- The application may not be used to replace any other readily available source of Federal, State, or local funding.
- If the project is located on private lands or in a private space, the application must establish a clear and compelling public benefit and must document owner permission.
- Each project must be related to achieving at least one of the values described in the Scappoose Vision Statement and/or one or more City Council Goals.
- A maximum of $5,000 in funding is available for each application.
- Applications are limited to one-per-project. Organizations may submit more than one application.
- **If you have a CEP funded project currently and post-project reporting has not been completed, an Interim Project Report must be submitted with your application to qualify for funding.**
- Projects must receive the support of at least four (4) Councilors to be eligible for funding. Funds allocated may fully or partially fulfill a request for funding.
- Applicants should provide all relevant details in their application, presenting thorough, clear, and concise responses. If a question does not apply to your project, please explain why.
- Applicants or other project representative(s) must be available to present to City Council during Project Presentations.
- Grant agreements that are not executed by August 1, 2023, will have their grant award forfeited. Grant funds will not be disbursed without an executed agreement.
- Please complete all portions of this application in a legible manner.
- Completed application packets are **due no later than May 1, 2023 at 5:00 pm**. Applications received after this deadline will not receive consideration.

Applications for the current grant cycle will be available on the City of Scappoose website at
https://www.ci.scappoose.or.us/cityhall/page/community-enhancement-program, starting March 14,
2023. Applications are available via email and in-person at Scappoose City Hall during regular business
hours. Any questions should be directed to Susan Reeves, City Recorder, at 503-543-7146, ext. 224.

Complete applications can be:
1) Mailed to:

> CEP – Attn. City Recorder
> City of Scappoose
> 33568 E. Columbia Ave.
> Scappoose, OR 97056

2) Emailed to: info@ci.scappoose.or.us

Grant Review and Award Process

Applications for the CEP are reviewed, and grants made, by the Scappoose City Council as follows:

- Applications are reviewed for completeness by staff.
- Applications are sent to Council members for review.
- City Council hears project presentations at the May 15, 2023 Council Meeting.
- During the first Council Meeting in June Councilors will finalize scoring and allocate funds.
  - An application that receives the support of four (4) or more Councilors during scoring is eligible for funding.
  - Each Councilor is allotted 1/7th of the CEP funds to assign to eligible projects.
- All applicants will be notified by City Staff of the results of the review and award process. Grant funds will be available for dispersal starting July 1, 2023, pending signed grant agreements.

If you/your organization is selected and awarded funds under the Scappoose CEP Program, mandatory post-project reporting will be required. Failure to complete the required post-project reporting will result in you/your organizations disqualification from eligibility for the next round of CEP funding.

If you are applying to the CEP program for funding, and have an active CEP funded project but have not completed post-project reporting, an interim project report is required to be eligible for the current round of CEP funding.

Community Enhancement Program Application - 2023

Applicant/Organization Name:

Project Title:

Amount Requested:

Organization Information

Organization Type:

☐ **Nonprofit 501c3**

☐ **Other**

If other, describe:

Federal Tax ID No:

Brief description of organization:

Authorized Signer

Name:

Phone | **Title:**

Email:

Street Address: | **Mailing Address (if different):**

Project Contact (If different than authorized signer)

Name:

Phone: | **Title:**

Email:

Street Address: | **Mailing Address (if different):**

Please answer each question that applies to your project to the best of your ability. If a question or portion of a question is not applicable to your project, please indicate this.

1) Please provide an explanation of what your organization provides as goods, services, or other to meet the needs of Scappoose residents. *(This is not project specific, but specific to your organization.)*

2) Please provide: a brief description of your project; a description of the problem your project attempts to solve; and an estimate of how many persons will be served by this project.

3) Briefly outline major tasks and projected timeline; if this project is on private land or in a private space, discuss the public benefit of this project; and describe coordination with other organizations as it relates to this project.

4) Please explain to what extent the project advances equity, diversity, and inclusion of the most vulnerable Scappoose residents.

5) Will the project be completed with the proposed funding, or will future funding be necessary? Please explain.

6) How do the outcomes of your project further and enhance the values of Scappoose as expressed through the Scappoose Vision Statement and Council Goals?

7) Is there anything else you would like us to know about your project?

Project Budget

Total Estimated Project Cost	
% of Total Project Cost provided by your Organization:	
Has the Organization received a Scappoose CEP grant for this project before?	
If so, what year and how much?	

Project Rank:	

Proposed Project Budget: *including money from other sources used for this project.*

Line Item	CEP Funds	Organization Funds	Other Funds	Total
Totals:				

Explain sources of Other Funds	Amount	Status *(Committed, Application Submitted, Potential Source, etc.)*

Ver. 3.1.2023.1

By signing below, I certify that:

I am authorized to sign this document on behalf of my organization.

I certify that to the best of my knowledge all the information contained in this document is true and accurate.

I further certify that, to the best of my knowledge. this application has been approved by the governing body of the organization or is otherwise being submitted using the governing body's lawful process.

I/we/my organization has read in full and agrees to the Scappoose Community Enhancement Program Application Guidelines; and

By signing this application stipulate that I/we/my organization will abide by all Federal, State, Local or other laws applicable to this project, or work done in completion of this project; and

I/we/my organization agrees to submit all required post-project reporting, or be disqualified from the next round of Scappoose CEP funding; and

I/we/my organization will make a representative of the project/organization available to present this project to City Council during Project Presentations.

_____
Authorized Signer Name (print)

_____
Title

_____
Signature

_____
Date

2023 Council Goals

Goal 1: Develop a vibrant and diverse local economy

Objectives

1.1 Identify a process for community branding, prepare a scope of work and request for proposals (RFP).

1.2 Support and monitor development of the Columbia Commerce Center.

1.3 Work with partners and small business to develop robust economic development marketing.

Goal 2: Enhance community livability

Objectives

2.1 Continue development of the 50-Year Plan.

2.2 Promote community events - Adventure Fest - to increase attendance.

2.3 Continue community events and outreach and track the outreach impact.

Goal 3: Create a safe city with a visible public safety presence

Objectives

3.1 Complete the Operational Needs Analysis and prioritize the recommendations to support sufficient staffing for the Police Department.

3.2 Increase code enforcement operations.

3.3 Fund increased community engagement and outreach for public safety.

Goal 4: Develop a diverse and accessible park system for people of all abilities

Objectives

4.1 Update the Parks and Recreation Master Plan, prioritize projects, and pursue funding for priority projects.

4.2 Peace Candle - protect and restore, update the Welcome sign.

4.3 Create a funding mechanism for park maintenance and development.

4.4 Prioritize upgrades for existing parks to current ADA standards and fund improvements.

Goal 5: Address aging infrastructure

Objectives

5.1 Define a process and costs to complete a City Facility Master Plan.

5.2 Capacity Upgrade for wastewater treatment facilities.

5.3 Update TSP and transportation SDC's.

5.4 Complete ARPA funded infrastructure projects.

5.5 Implement projects identified for funding by fuel tax dollars.